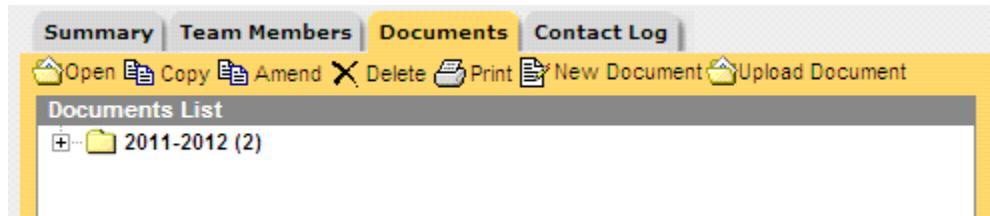


The "Create New Form" drop-down box on the documents tab in the Special Education module of the AIM system has been replaced with a "New Document" icon. See below.



When you click on the new icon a gray box opens up with four document groups. When you click on a box by one of the groups, documents will appear, as in "Create New Plan" below. All the documents that were previously available under the drop-down are still available.

A screenshot of the 'Create New Document Wizard' dialog box. The title bar says 'Create New Document Wizard'. Below the title bar, it says 'Please select one of the following documents ...'. There are four main sections, each with a checkbox and a title: 'Create New Evaluation: Initial Referral, Determination of Disability, Re-Evaluations and Notice of Evaluation', 'Create New Plan: Goals and Objectives, Services, Accommodations, Transition, and Other Information' (which is checked), 'Create New Progress Report: Report measurable progress against ongoing Plan Goals', and 'Create New Simple Form: Notices, checklists, and supplemental forms'. Under 'Create New Plan', there are six sub-options, each with a checkbox: 'MT Private School Plan', 'MT Outcome Measures 3-6', 'MT Summary of Performance', 'MT IEP', 'MT 3-6 Year Old IEP', and 'MT Transition IEP'. At the bottom, there is a section labeled 'DOCUMENT SELECTED FOR CREATION:' followed by two buttons: 'Create Document' and 'Cancel'.

I apologize for not giving a heads-up about this change, but Infinite Campus did not alert us prior to the switch so I discovered it this morning along with some of you. If you have questions please call me.
Thanks, Jan

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